



Accounts Receivables/Payroll Clerk

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Non-Exempt

The Town of Pembroke Park Job Description

Department: Budget & Finance

Supervises: None

Position Reports To: Finance & Budget Director

Sworn: No

Job Specifications

NATURE OF WORK

Under the direction of the Assistant Budget & Finance Director and Budget & Finance Director, this position is responsible for all data entry and processing of accounts receivables invoicing and collections for the Finance Department. The Accounts Receivables/Payroll Clerk ensures such transactions are compliant with financial policies and procedures. This position is also responsible for collecting employee timekeeping information, processing payroll, and conducting pay calculations as needed.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Accounts Receivables/Payroll Clerk include, but are not limited to:

- Perform data entry for cash receipts from the Building, Code, and Business Tax Receipts divisions.
- Process the ACH wire transfers from the State of Florida and Broward County utilities and taxes payments to the Town.
- Reconciles financial software to ensure that all payments and deposits are accounted for and properly recorded.
- Record any new additions or deletions of fixed assets in third party software for the Town.
- Investigate account discrepancies as needed.
- Secure financial data via data backups.

- Collaborate with the Budget & Finance Director, fellow clerks, and other finance department members to maintain Town finances are properly reconciled and recorded.
- Manages and processes payroll and compensation data.
- Collect timekeeping information for all employees.
- Calculate pay according to hours worked incorporating leaves and overtime.
- Manage and ensure taxes and deductions, including health insurance and retirement benefits deductions are accurate and payments are made in a timely manner.
- Manage and keep track of employee loan payments through deferred compensation plan.
- Update paper and electronic payroll records by entering adjustments on pay rates, employee status changes, etc.
- Handle issues and questions regarding payroll from employees.
- Prepare the final payroll for review from the Assistant Budget & Finance Director prior to submission.
- Maintain payroll records and gather pay/census data in response to public records requests.
- Attends Town events, activities and emergencies as needed.
- Any/all other assignments and duties related to accounts receivables and payroll as designated by the Assistant Budget & Finance Director.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Accounts Receivables/Payroll Clerk should have experience with:

- Comprehensive knowledge of standard principles and practices within the accounting field.
- Must have a strong knowledge of computer operations and applications and proficiency with spreadsheets.
- Must have payroll experience and be able to meet strict deadlines.
- Must possess the ability to understand new concepts quickly; organize, schedule, and coordinate work phases; and determine the appropriate approach at the task level or, with assistance, at the project level to provide solutions to a range of difficult problems.
- Must have good communication, computer, documentation and interpersonal skills.
- Must be able to work independently and/or as part of a team and capable of effectively interacting with professional staff.
- High attention to detail and organization.
- Proficiency with financial software.
- Strong independent research ability.

MINIMUM REQUIREMENTS

- High School Diploma or GED required; Bachelor's Degree in Accounting, Human Resources, Business Administration, Public Administration, or a related field (Preferred)
- Specialized accounting/human resources certificate of completion or certification (Preferred)

- One (1) to three (3) years of experience in a bookkeeping, accounts receivables, and/or payroll position required.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- May be requested to work overtime and weekends for special Town events, projects, and emergencies.